



CITY OF BELMONT

FY 2021 Proposed Budget Adoption
June 9, 2020

FY 2021 Budget Adoption Agenda

- Budget Brief Recap
- Resolutions
- COVID-19 Action Plan
- Audit Subcommittee & Planning Commission Recommendations
- Concluding Actions



BUDGET BRIEF RECAP

CITY MANAGER'S MESSAGE

ALIGNING WITH COUNCIL AND COMMUNITY PRIORITIES

MAINTAINING A BALANCED BUDGET

ENSURING PUBLIC SAFETY

STAYING FOCUSED ON INFRASTRUCTURE AND CAPITAL IMPROVEMENT

SUSTAINING LONG-TERM NEEDS



Responsible Fiscal Management

Best Practice	Belmont Budget	
Prepare a balanced budget	FY 2021 Budget is balanced	✓
Implement cost control measures	Year-over-year personnel, supplies and services categories flat	✓
Run a lean organization	FTE count down	✓
Leverage shared services	San Mateo Consolidated Fire Department	✓
City reserves stable and ensured throughout forecast	\$5M minimum reserve requirement & 33% reserve target not met through forecast period. Corrective action required.	✗
BFPD reserves stable and ensured throughout forecast	Increasing reserves throughout forecast	✓
Use excess reserves responsibly	Sewer Collection reserves used for CIP	✓
Plan for contingencies	\$250k in FY 2021 Budget	✓
Fees	Cost recovery in Master Revenue Schedule	✓



CITYWIDE BUDGET AT-A-GLANCE

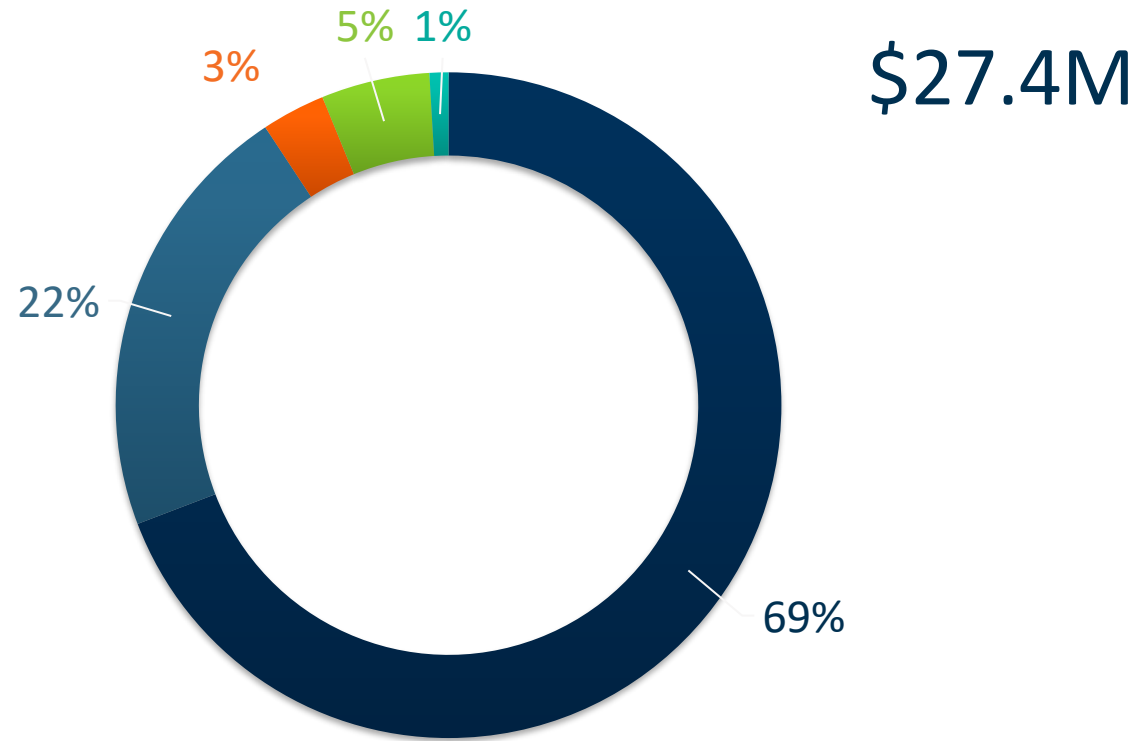
Projected FY 2021 Unrestricted Reserves

- General Fund - \$10.4M ✓ 33% target
- Fire District - \$9.4M ✓ 33% target

	Revenue	Appropriations	Capital	Net Other Sources/ (Uses)	Unrestricted Reserves	Staffing
City	\$78.8	\$65.0	\$24.0	\$(0.1)	\$72.8	134.3
Fire	14.0	10.3			\$9.4	NA
Total	\$92.8	\$75.3	\$24.0	\$(0.1)	\$82.2	134.3

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GENERAL FUND REVENUES

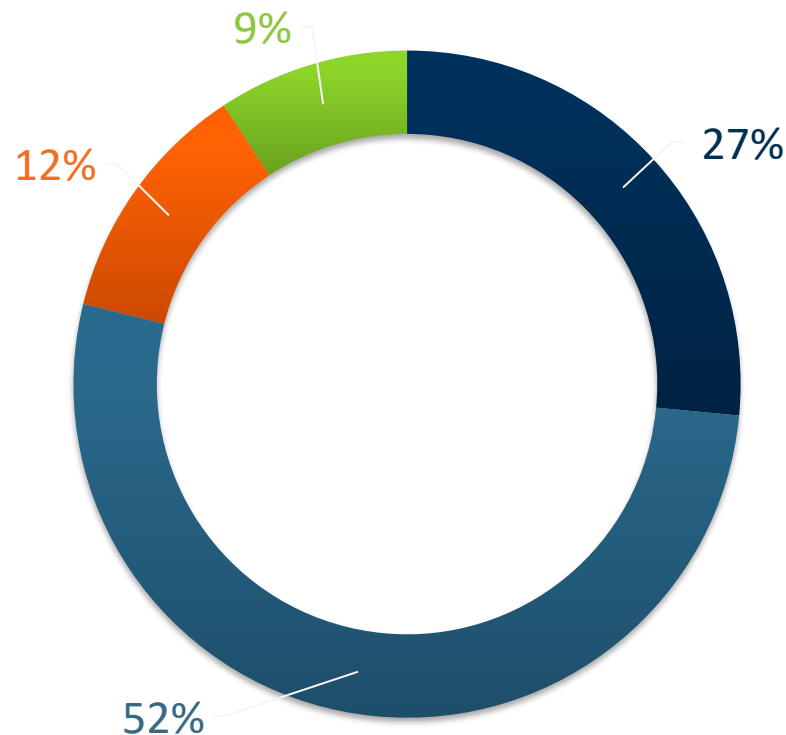


■ Taxes ■ Service Charges ■ Licenses ■ Other ■ Intergovernmental

- *Note: chart includes Measure I and excludes transfers*

GENERAL FUND EXPENDITURES

\$27.8M

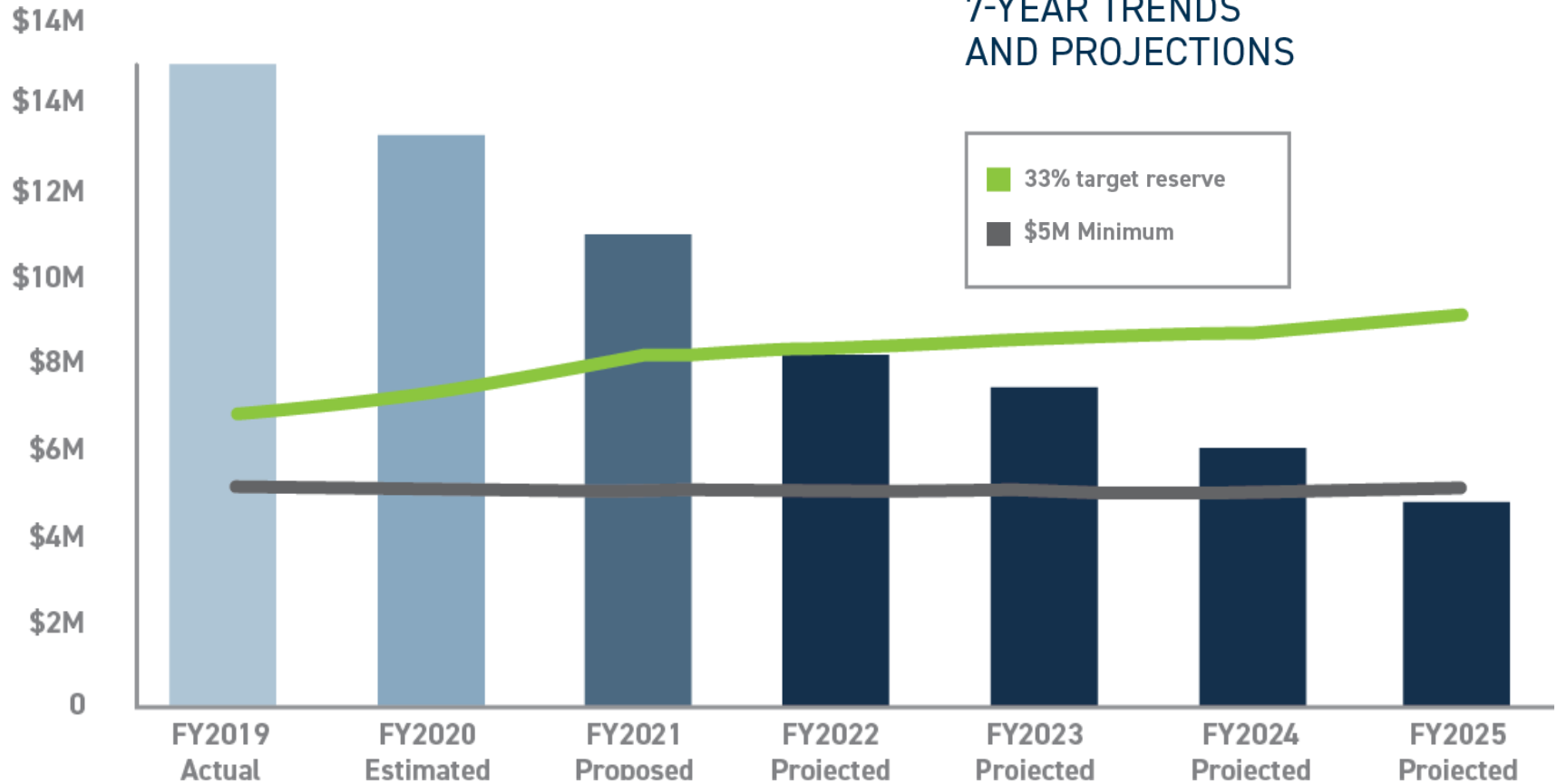


■ General Government ■ Public Safety ■ Highways and Streets ■ Culture & Recreation

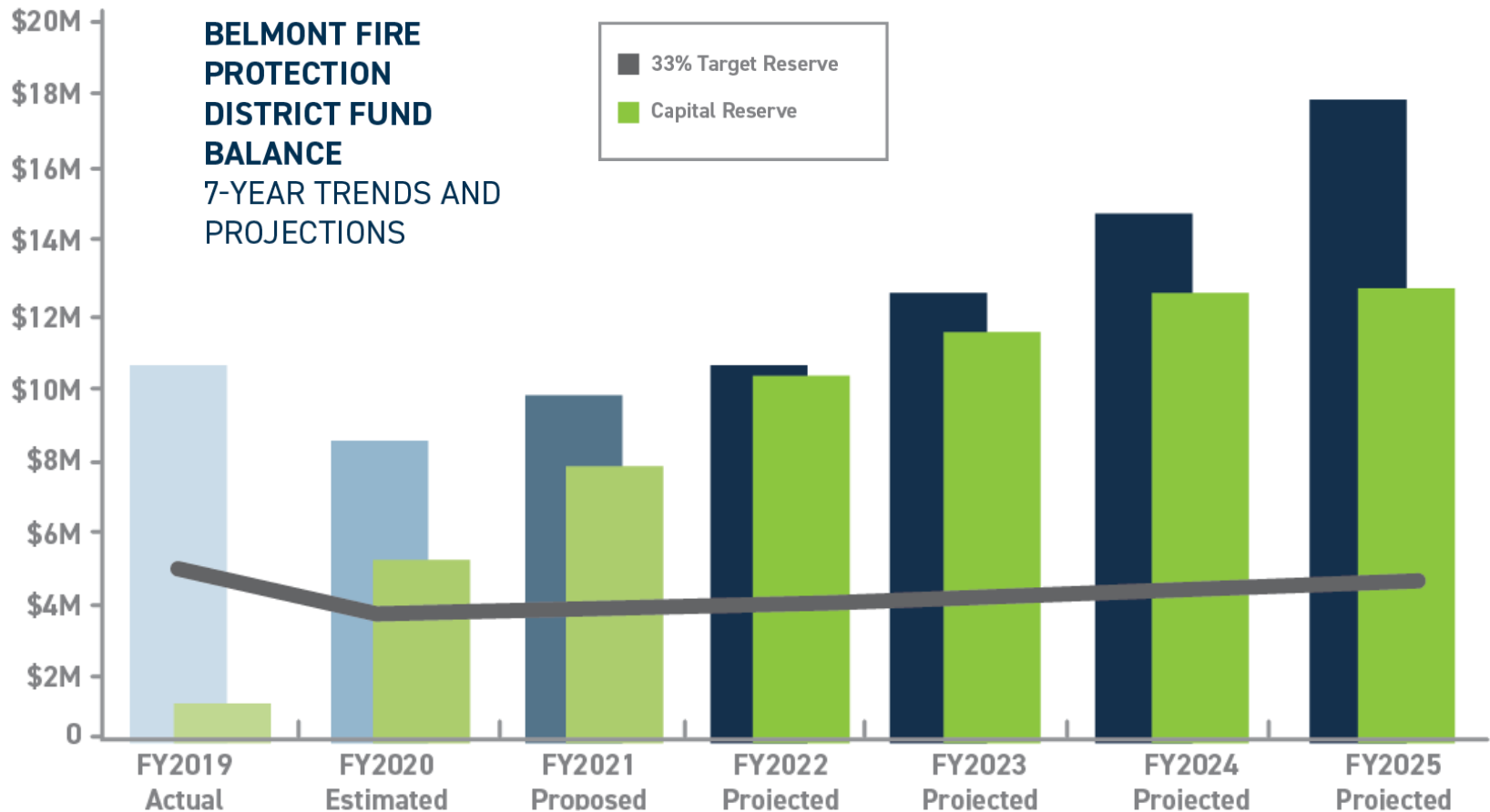
- *Note: chart includes Measure I and excludes transfers*

7-YEAR TRENDS AND PROJECTIONS

CITY GENERAL FUND BALANCE 7-YEAR TRENDS AND PROJECTIONS



7-YEAR TRENDS AND PROJECTIONS





RESOLUTIONS

Resolutions

Budget Resolutions

- Resolutions Establishing the Base Revenue, Appropriations (expenditure), Capital Improvement Program Budget, and Permanent Staffing Plan for the Year
 - City
 - Belmont Fire Protection District



Resolutions

Appropriations Limit

City
\$18,961,294

BFPD
\$12,088,373

- Prop 4 requirement to calculate and establish an appropriations limit annually
- Limit based on actual appropriations in the 1978-79 fiscal year and allowed to increase each year to the extent of population growth and inflation
- City has engaged external auditors to verify limits

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Resolutions

Library CFD

- Annual authorization to collect the special tax on the property tax rolls



Resolutions

Master Revenue Schedule

- Regular Updates for FY 2021
 - Where appropriate, Council can establish fees which are less than full cost recovery
 - Fees that have been reduced, remained, or only increased by CPI are highlighted in yellow

General
Fund
Support
\$2.7M



Full Cost Recovery: Various %



CPI: 1.1%



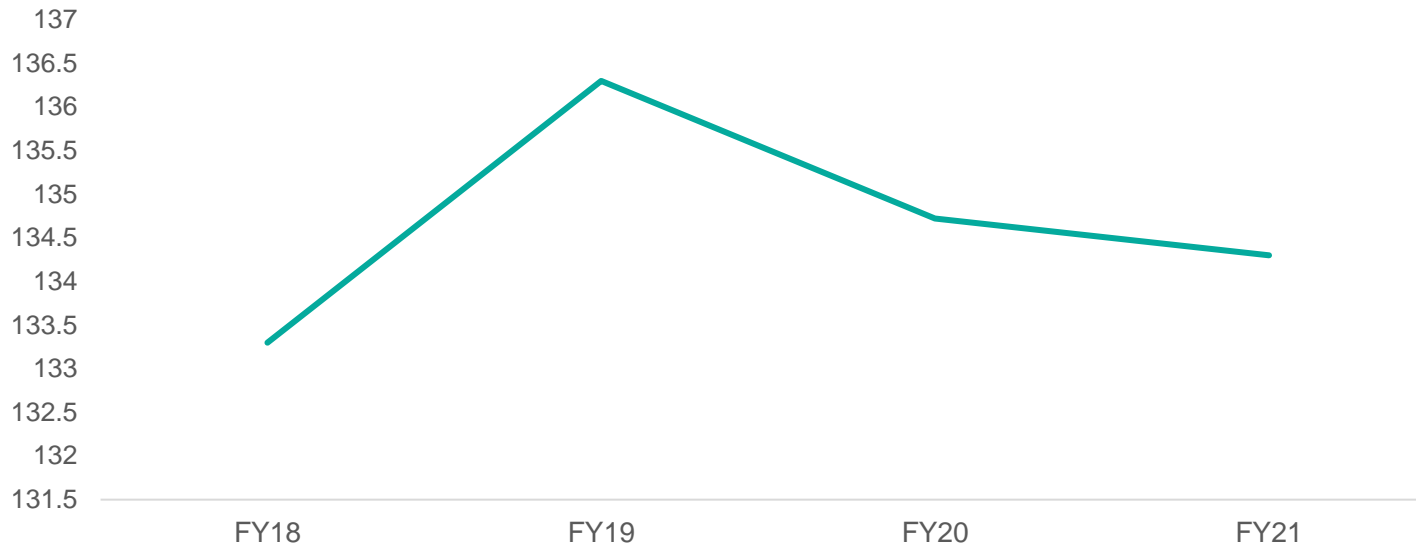
Building Valuation: 12.3%

134.3
FTEs

Resolutions

Permanent Staffing Plan

FTE Staffing Trends



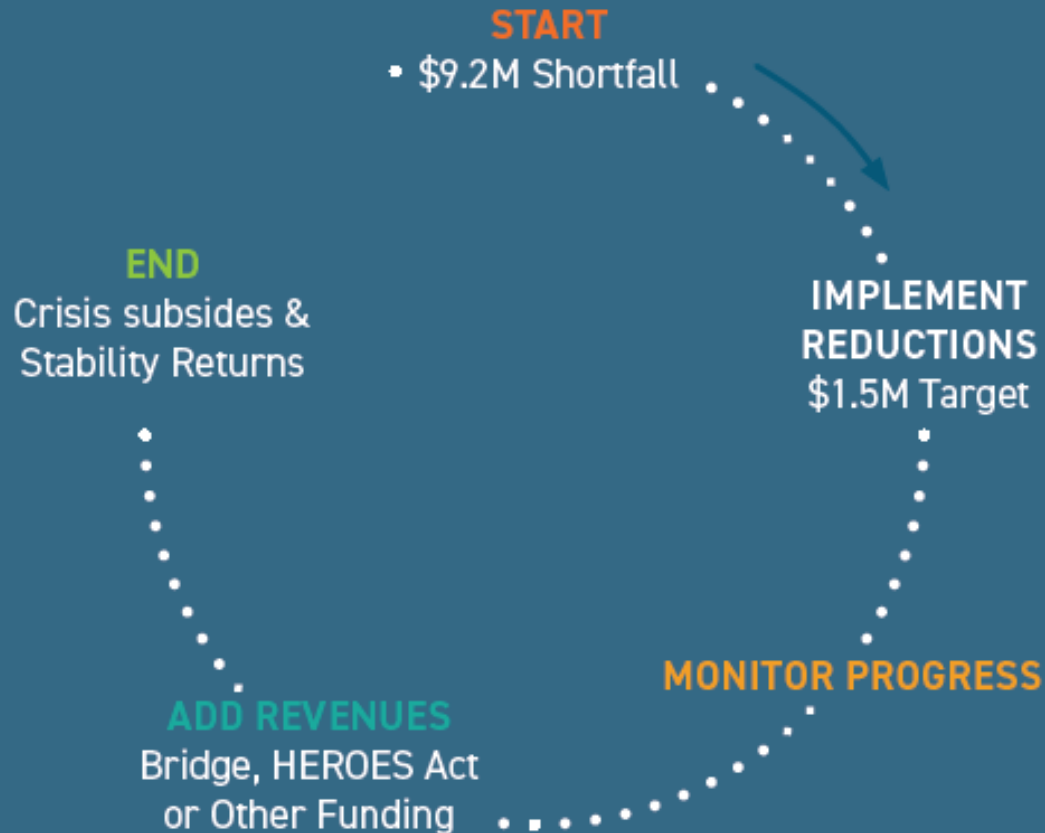
Recent COVID-19 Staffing Impacts

- Reduced hours of year-round p/t staff
- Reduced Summer staff hiring
- Redeployed staff to other departments
- Implemented hiring chill

- 0.42 FTE decrease-First full fiscal year Appointive Positions, Alignments to Support Council's Highest Priorities
- Establishes positions and classifications
- City Manager may revise permanent staffing plan provided personnel count does not exceed authorized positions.

Resolutions

COVID-19 Action Plan



Resolutions

COVID-19 Action Plan

- City Council to add, modify or remove from consideration any strategy not to be implemented
- Authorize City Manager to use discretion in implementing remaining strategies
- Authorize City Manager to revise, substitute, defer, add or delete strategies as the demands of confronting the COVID-19 crisis dictate
- Consider the timing and eventuality of needing any of the Other Remedies, as circumstances require, subject to the Council's approval





AUDIT SUBCOMMITTEE & PLANNING COMMISSION RECOMMENDATIONS

Audit Subcommittee & Planning Commission Recommendations

- Planning Commission confirmed CIP compliance with General Plan on June 2nd
- Audit Subcommittee recommended adoption of Budget on May 27th



Concluding Actions

- Discuss Budget, ask questions of staff and Audit Subcommittee
- Conduct public hearing
- Direct adoption of resolutions

